PERSONNEL AND EMPLOYMENT INFORMATION

Personnel Classifications and Definitions

Faculty and staff members are classified as follows for determining applicable policies.

Exempt Employee. One who is not subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act. The FLSA establishes three subclassifications of exempt employees: executive, administrative and professional. Exempt employees are paid on a monthly, salaried basis.

Nonexempt. This classification includes all employees subject to the minimum wage or overtime provisions of the Federal Fair Labor Standards Act. Non-exempt employees are paid on an hourly rate basis. They are designated as staff employees and are paid biweekly.

Regular. Personnel employed in a budgeted position for a continuous period exceeding one academic quarter or three calendar months are "regular" employees.

Academic. Personnel having faculty status.


Temporary or Part-time. Temporary employees are employed for a period no longer than one calendar quarter or one academic quarter in an unbudgeted position, and any subsequent employment shall be initiated by the appropriate employing supervisor in consultation with the Vice President for Business and Finance. All student assistants shall be and are classified as "temporary".

Employment Procedures

General Application Procedures. An application form will be completed by each person formally applying for a position at Floyd College. This application, if for a faculty position, would be filed with the Vice President. If the application is for a staff position, it would be filed with the Vice President for Business and Finance.

It is the Vice President's and the Vice President for Business and Finance's responsibility, in their respective area, for assuring that the applicant's background and experience is in line with the job description and that an equitable salary scale is enforced. An applicant will be disqualified for employment for any of the following reasons:

1. He or she is addicted to the use of alcohol or prohibited drugs.
2. Any false statement of material in his or her application.
3. He or she is or has been a member of an organization advocating the violent overthrow of the government of the United States.
4. He or she has been convicted of a crime involving moral turpitude, unless he or she has been pardoned.
5. Failure to provide the required health form.

All classified, meaning non-faculty and non-teaching faculty, employees are required to serve the first six months of employment with Floyd College on a provisional basis to provide the employer an opportunity to evaluate the employee's performance. If the work of the employee is satisfactory, the employee's employment is continued. Should the work not be satisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at that time without right of appeal.

Faculty Employment Procedures. Floyd College's employment process for full-time faculty members shall be as follows:

1. A vacant position is identified by the appropriate Division Chairman and the Vice President and then a search committee is selected to recruit and to screen applicants.
2. Advertising is initiated which includes part or all of the following: flyers to schools in the Southeastern United States having a graduate program in the desired discipline, advertisement in appropriate national and/or regional publications, advertisement in appropriate discipline journals, advertisement in appropriate local publications, position vacancy notice to the University System Applicant Clearinghouse, notification of vacancy to University System Vita Bank for Minority, and flyer to the local office of the Georgia Department of Labor. When the applicant listing generated by the position vacancy notice to the Applicant Clearinghouse is received, flyers are mailed to professionals appearing on that list.
3. Upon expiration of the application deadline, the Search Committee screens the applications, selects a representative pool for interviews, and arranges and conducts the interviews. During the interview process, potential employees meet with the Search Committee, the Division Chairman, the Vice President for Business and Finance, the Vice President, the President, and others as appropriate.
4. As soon as the interview process is completed, the Search Committee makes recommendations to the Division Chairman. In the event that the Committee is not able to make a selection from existing applications, the search is reopened.
5. The Division Chairman makes a verbal offer to the individual selected. If the offer is accepted...
verbally, a letter is mailed from the Vice President outlining the position title and salary terms, requesting specific paperwork, and enclosing a copy of Floyd College's Drug Free Work Place Policy.

6. When a written acceptance letter is received, the Applicant Clearinghouse is notified that the position is filled. Then an appointment form is prepared and forwarded to the Board of Regents of the University System of Georgia for approval.

7. Following approval by the Board of Regents, a contract is issued and appropriate paperwork is forwarded to Floyd College's Business Office.

Vacancies

Vacancies in academic and non-academic positions shall be made known to the respective Personnel Officer, who shall be responsible for recruiting and interviewing prospects for the vacant position. The Supervisor may also refer prospective applicants to the appropriate Personnel Officer. Those applicants eligible as determined by information from the application, interview and references, will be referred to the Supervisor. A recommendation for employment will be made by the Supervisor to the Personnel Officer. It is the responsibility of the Vice President for Business and Finance to explain personnel policies, including such things as salary and fringe benefits, to all new employees.

Employment Forms

New employees are required to complete the following forms before employment:

1. Application form or Biographical Data Form
2. Acceptance and Payroll Deduction Authority for group insurance
3. Form W-4 (State Withholding Tax)
4. Form W-4 (Federal Withholding Tax)
5. State Security Questionnaire and Loyalty Oath
6. Teachers' Retirement System (if applicable)
7. Doctor's Statement of Health
8. Form I-9 (Citizenship or Employability)

All forms are available in the Office of the Vice President for Business and Finance. After completion of all forms and when the new employee is beginning employment, the supervisor shall introduce the new employees to all staff members and tour facilities explaining the general function carried on by each area.

Floyd College shall provide each new employee with college policies which will include his area of concern, any manual pertaining to his area of employment, necessary equipment and supplies to accomplish effectively the tasks of the assigned position.

Federal Compliance

Civil Rights Act of 1964 - The Board of Regents of the University System of Georgia has signed a form of compliance for the colleges in the system. As a unit in the system, Floyd College is in compliance with the Civil Rights Act of 1964, a summary of which follows:

**Summary of Rights Guaranteed By Title VI and Title IX**

All persons in the United States shall have the right to receive and service financial aid or other benefit under the federally-aided program regardless of their race, color, or national origin.

Specific discriminatory practices prohibited include:

1. Any difference in quality, quantity or the manner in which the benefit is provided.
2. Segregation or separate treatment in any part of the program.
3. Restriction in enjoyment of any advantages, privileges, or other benefits provided to others.
4. Different standards or requirements for participation.
5. Methods of administration which would defeat or substantially impair the accomplishment of the program objectives.
6. Discrimination in any activity conducted in a facility built in whole or part with Federal funds.
7. Discrimination in any employment resulting from a program established primarily to provide employment.

Floyd College has on file with the federal government a Statement of Affirmative Action to insure equal employment opportunities for women and members of minority groups. A copy is included under Section IV.

Employment of Relatives

The basic criteria for the appointment and promotion of faculty and staff in the several institutions of the University System shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate University System appointments and promotion standards as set forth in these policies.

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.

For the purpose of the policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Personnel Policies-2
Personnel Records

A personnel record is maintained on each permanent or part-time employee to provide accurate and up-to-date information concerning the employee's education, experience, employment biographical information, attendance record, and salary changes. An employee may discuss and review his personnel record with his immediate supervisor and/or Personnel Officer at any time.

Workweek and Overtime

Institutions of the system shall establish a standard workweek of forty (40) hours and abide by the provisions of the Fair Labor Standards Act. The distribution of hours throughout the week shall be a matter of scheduling left to the individual institution.

Overtime work shall be authorized for employees who are not exempt from the provisions of the Fair Labor Standards Act only when the work is deemed necessary by the President or designated representative. Payment for overtime work will be made in accordance with the Fair Labor Standards Act. In lieu of payment for approved overtime work, compensatory time may be granted at the rate of one and one-half hours of compensatory time for each hour of overtime work. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter.

Compensatory and Overtime Policies

It is not the normal policy of Floyd College to pay for work performed beyond established office hours. In most cases, the work schedule can be arranged so as to allow compensatory time for excess of the regular eight hours per day.

The necessity for overtime work occurs infrequently, but at such times employees are expected to work the additional time required to alleviate the emergency. If the additional time required occurs when it is not possible to take compensatory time, overtime pay will be under the following guidelines:

1. One and one-half times hourly rate equals the overtime rate.
2. All overtime worked by a nonexempt employee must be requested by the department head and approved by the Vice President for Business and Finance prior to actual work.

Working Hours

In general, the office hours are scheduled from 8:30 a.m. to 5:00 p.m. Monday through Friday. Changes in this hourly schedule are made as conditions warrant.

Lunch Periods

Lunch periods are staggered in order that at least one person will be in an office during the working hours. A thirty-minute period is allowed for lunch. Regular lunch periods, in general, shall be scheduled between 11:30 a.m. and 1:30 p.m.

Coffee Breaks

It is the policy of Floyd College to allow two fifteen minute coffee breaks during the working day if needed or desired by the employee.

Time Sheets and Attendance Records

A continuous record of hours worked and attendance is maintained on all twelve month employees. A report is submitted monthly or biweekly, depending upon the employee's classification, to the Office of the Vice President for Business and Finance by each supervising officer as part of the time sheets for payment of payrolls and posting of leave records.

Time sheets are to be filled out daily for hours actually worked and are to be submitted to the Office of the Vice President for Business and Finance as per schedule issued yearly by payroll.

Time between submission of time sheets and the end of the month will be paid at straight time and any difference or correction will be made the following pay period for those paid monthly. Employees paid biweekly will be paid for hours actually worked.

Salaries are paid biweekly for nonexempt personnel, while exempt personnel are paid monthly. All personnel are paid by check during the term of employment from the Office of the Vice President for Business and Finance. Nine month faculty are paid one-twelfth of their nine month contract, for months September through May, and three-twelfths at the end of each contract year.

Summer school salaries are paid one-half at mid-quarter and one-half at quarter end.

Part-time faculty are paid one-half of contracted amount at mid-quarter and one-half at quarter end.

Personnel Policies-3
Performance Evaluations

Floyd College has established a system of performance evaluation for all nonexempt classified employees. This system of performance evaluation is for the purpose of transfer, promotion, demotion, retention, supervisory assistance and future employment references. These employees are to be evaluated in February of each year. Supplemental evaluations may be made at the end of the probationary employment period or at termination.

Conformity with Federal Standards

Policies of this manual concerning classified employees shall conform to such personnel standards as have been specified by Federal Departments from which Federal grants are obtained for institutions in the University System.

Terminations

Resignations. Employees who resign for any reason should give as much notice as possible. The minimum notice is two weeks, but a shorter period of time may be agreed upon in writing between the supervisor and the employee in consultation with the Vice President for Business and Finance.

Dismissal, Demotion or Suspension. Dismissal, demotion or suspension of classified employees may be effected by the employee's immediate supervisor when the supervisor determines that the employee's performance of duty or personal conduct is unsatisfactory.

The employee shall be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of the action; provided, however, that under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted or suspended, with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee shall also be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to Section II-K (Appeals) of this Manual upon request made within 15 working days following the adverse personnel decision of his immediate supervisor, provided that the Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

An employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or his designee determines otherwise.

Employees affected to reorganization, program modification or financial exigency. Classified employees who are terminated, demoted, or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President of an institution or his designee, shall not be governed by the procedures described in Section II-I (Dismissal, Demotion or Suspension) of this Manual and K (Appeals). Such employees shall, however, have the right of appeal to the Board of Regents as provided in Article IX of the Bylaws of the Board of Regents.

Termination Procedures

Upon termination, the employee's last check will not be released until all keys, the Faculty/Staff Handbook and any other equipment checked out have been returned to the proper office.

Appeals

Appeals Procedure. The President of each institution shall within 10 working days after written request therefor, appoint, or have appointed in accordance with the approved and published grievance procedures, an impartial Board of Review to hear appeals from employees, excluding those employed in provisional status, when grievances cannot be resolved through normal administrative channels at the first level. This evidentiary hearing shall be informal in nature and shall not be conducted under strict rules of evidence or procedures applicable to proceedings in the Superior Courts of Georgia. Normally, attorneys are not authorized to participate in the hearing; however, the grievant may select an advisor other than an attorney, to assist and advise the grievant at the hearing. Attorneys may be authorized by the Committee Chairman to participate in the hearing if it appears that the hearing will in any way involve, or relate to, an indictment of, or the existence of any criminal charge against the grievant.

The recommendation of the Board of Review shall be forwarded to the President for final decision. If the matter is not resolved to the satisfaction of the grievant, he or she may file an application for review, in writing, to the Board of Regents within 20 calendar days following the written decision of the President. This appeal shall state the decision complained of and the redress desired, and shall be filed and processed in accordance with the provisions of Article IX of the Bylaws of the Board of Regents. The grievant may be represented by an advisor or an attorney during the appeal process to the Board of Regents.

Annual Leave

All full-time employees except nine-month contract employees and temporary employees shall be entitled to leave at the rate of one and one-fourth (1 1/4) working days per month for each of the first five years of employment, one and one-half (1 1/2) working days per month for each of the next five years of employment and one and three-fourths (1 3/4) working days per month for each year after completion of ten years of continuous service. Employees, other than temporary employees, working one-half time (20 hours per week) but less than
full time shall earn and accrue leave time in an
equivalent ratio to their percentage of time
employed. Nine-month employees do not accrue
vacation leave.
Earned leave may be accrued up to a maximum of 45
working days and employees shall be compensated for
all accrued leave time up to 45 working days upon
termination if termination is in accordance with
personnel policies. Such compensation shall be
based on information from leave records maintained
in the Office of the Vice President for Business
and Finance. A terminating employee shall not
accrue leave after the last day of actual work of
his or her employment.
Earned leave shall be taken at times mutually
acceptable to the employee and his or her immediate
supervisor.
Temporary employees, including student
assistants, and regular employees working less than
one-half time do not earn or accrue leave time.
Leave time will be accrued at a percentage at
each payroll based on time worked, not by total
expected to work.

Sick Leave With Pay

For all regular full time employees of the
University System of Georgia, sick leave shall be
at the rate of one working day per calendar month
of service. Regular part-time employees working
one-half time or more will accumulate sick leave in
an equivalent ratio to their percentage of time
employed. Sick leave for employees shall be
cumulative. Nine-month faculty will accrue nine
days of sick leave each academic term (at the rate
of one day per month of service) and an additional
three days if they teach in summer session.
Faculty members working less than one-half time
will accrue no sick leave. Temporary faculty
members will accrue no sick leave.
Sick leave may be granted at the discretion of
the institution and upon approval by the supervisor
of an employee's absence for any of the following
reasons:
1. Illness or injury of employee.
2. Medical and dental treatment or consultation.
3. Quarantine due to contagious illness in the
employee's household.
4. Illness, injury or death in the employee's
immediate family requiring the employee's presence.
If sick leave is claimed for a continuous period
in excess of one week, a physician's statement is
required to permit further claim of sick leave
rights by the employee-patient.
A terminating employee shall not accumulate sick
leave or be entitled to receive sick pay after the
last day of actual work of his or her employment.

Sick Leave Without Pay

Any employee unable to return to work after
exhausting all accumulated sick leave and accrued
vacation may be granted sick leave without pay for
a period not to exceed one year. Furthermore, such
approved sick leave shall allow the employee the
right to elect to continue his or her group
insurance benefits, and the institution will
continue its share of the cost; such sick leave may
be requested for each subsequent calendar period
thereafter. All other benefits are prohibited
which otherwise would accrue to the employee-
patient.

Educational Leave Without Pay

Floyd College may grant educational leave
without pay to a full time employee for periods not
to exceed one year at the time for the purpose of
encouraging professional development. Such
approved leave shall allow the employee the right
to elect to continue his or her group insurance
with institutional participation.

Military Leave With Pay

"Military Duty" for the purpose of these
regulations, shall include any ordered military
duty in the service of the State or the United
States. It shall include schools conducted by the
armed forces of the United States. To be
identified as "military duty", such duty must be
performed by a member of one of the armed forces
and must be of less than thirty (30) days duration.
Regular employees shall be entitled to leave
with pay while engaged in the performance of
military duty and while going to and from such
duty.
The maximum length of military leave with pay
shall be fifteen (15) work days in any one
continuous period, except that in the event of the
Governor declares an emergency and orders an
employee to State active duty as a member of the
National Guard, the leave shall not exceed thirty
(30) days in any one continuous period of such
State active duty service.

Maternity Leave

Disability due to pregnancy shall be considered
as any other disability and appropriate sick leave
provisions of these policies shall apply.

Miscellaneous Leaves

Court Duty. Court duty leave with pay shall
be granted regular employees for the purpose of
serving on a jury or as a witness. Such leave
shall be granted upon presentation of official
orders from the appropriate court.
Voting. Employees of the University System are
encouraged to exercise their constitutional right
to vote in all federal, state, and local elections.
When an employee's normal working hours coincide
with voting hours, the employee shall be granted
leave as stipulated by his or her immediate
supervisor, for the purpose of voting.
Selective Service and Military Physical
Examination. Any regular employee required by
Federal law to take a Selective Service or Military
physical examination shall be paid for any time
lost to take such an examination.

Personnel Policies-5
Personal Leave. At the discretion of the President of an institution, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

Other Leave. In the event of inclement weather or any emergency which requires leaves of absence of employees, the President of a unit in the System may declare leave with or without pay. It is the policy at Floyd College that in cases of inclement weather, if the classes are cancelled, employees must report. If the school is closed, then employees will be granted leave with pay. If the classes are cancelled and the school is open, employees who feel they can not make it to work can take annual leave for the time taken.

Annual Leave for Personnel Employed by Other Than State Appropriations

Any person employed by Floyd College on a sponsored operation is to be informed of this policy at the time of interview and employment. A statement is to be included in his contract to the effect that his position is dependent upon availability of funds. All persons employed at Floyd College on contracts supported by funds other than state appropriations are required to take any and all accrued vacation leave during the contract year if the grant is not renewed. If the grant is renewed for another year, all leave can be carried over into the next grant year. All annual leave must, however, be taken while the grant is active.

Personnel Covered by Teachers Retirement System of Georgia

Compulsory Retirement Age. All employees of the University System of Georgia, subject to provision of the Teachers Retirement Law, shall retire at the end of the fiscal year during which they reach age 70.

Retirement Prior to Age 70. The Teachers Retirement Law provides conditions under which employees of the University System may elect to retire at an age earlier than 70.

A brief description of retirement benefits is in the Teachers' Retirement booklet available in the Vice President for Business and Finance's Office. Further detailed information may be obtained through the Vice President for Business and Finance, or directly from the Teachers' Retirement System in Atlanta.

Personnel Not Covered by Teachers' Retirement System

Compulsory Retirement Age. All employees shall retire at the end of the fiscal year during which they reach the age of 70.

Retirement Prior to Age 70. Any employee subject to these provisions may retire at the age of 60 or at any time subsequent thereto.

Employment Beyond Retirement

When a person has been retired from the University System and is receiving retirement benefits from the Teachers' Retirement System, the Employees' Retirement System, or from the University System, he or she shall not thereafter be employed in the University System except by special and specific authorization by the Board.

Insurance

Employee Benefits. Hospitalization, surgical, and major medical benefits are made available to all personnel employed at least one-half time or more. This insurance is offered on a rate-sharing basis between employee and employer.

Dependent Benefits. Hospitalization, surgical, and major medical benefits are made available to dependents of personnel employed at least one-half time or more, with the understanding that the employee shall pay on behalf of dependents the premium charge for such benefits on a participating basis with the institution.

Group Life Insurance. Group life insurance with accidental death and dismemberment coverage is available in amounts based on the individual's salary, with rates based on age, to all personnel who are employed one-half time or more. A more detailed description of benefits is available in the booklet entitled Advanced Degree of Protection, distributed to all employees by the Office of the Vice President for Business and Finance.

The first $25,000 of insurance to which an employee is entitled is provided at the expense of the institution. The employee shall pay the total monthly premium for all insurance to which he or she is entitled in excess of the $25,000 provided by the institution.

Long Term Salary Continuance Insurance. This insurance is optional and is available to all full time employees.

Coverage to insure the employee 60 percent, not to exceed a maximum of $3,000 per month, of his salary if permanently disabled and unable to work. This coverage would be effective after five months of total disability and continues as per the schedule below. The amount of benefits can not exceed 70 percent in combination with any amount received from Social Security.
Maximum Duration of Benefits Table

<table>
<thead>
<tr>
<th>Age When Totally Disabled</th>
<th>Plan With an Elimination Period of Less than Six Months</th>
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<tbody>
<tr>
<td>Prior to Age 62</td>
<td>To Age 65</td>
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<tr>
<td>Age 62</td>
<td>4 years</td>
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<tr>
<td>Age 63</td>
<td>3 1/2 years</td>
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<tr>
<td>Age 64</td>
<td>3 years</td>
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<tr>
<td>Age 65</td>
<td>2 1/2 years</td>
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<tr>
<td>Age 66</td>
<td>2 1/4 years</td>
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<tr>
<td>Age 67</td>
<td>2 years</td>
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<tr>
<td>Age 68</td>
<td>1 3/4 years</td>
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<tr>
<td>Age 69 or older</td>
<td>1 1/2 years</td>
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</table>

Worker's Compensation Insurance. All employees are covered by Worker’s Compensation Insurance which entitles them to certain scheduled benefits prescribed by law in the State of Georgia. These benefits are contingent upon prompt reporting of all on-the-job accidents regardless of how minor they may seem. The immediate supervisor shall be responsible to advise employees under his or her supervision that such is the case and is further responsible to report these accidents to the Office of the Vice President for Business and Finance. Proper forms for reporting on-the-job accidents are available in the Office of the Vice President for Business and Finance. Floyd College will adhere to the doctor’s recommendation regarding the appropriate time to return to work and duties to be performed.

Social Security

Terms, conditions, requirements, reservations, benefits, privileges, and other conditions of Title II of the Social Security Act, as amended, shall apply to all officers and employees of the University System except those specifically excluded under the agreements with the Employees’ Retirement System of Georgia providing coverage.

Under agreements between the Employees’ Retirement System of Georgia and the Board of Regents, University System of Georgia, Social Security coverage was extended to the following classes of employees:

1. All employees eligible for the Teachers’ Retirement System of Georgia.
2. All temporary, seasonal, or intermittent employees whose work hours are a normal full-time working period.

The following employees are not covered by Social Security: student assistants, graduate assistants, and employees working less than half-time. Non-immigrant aliens may be exempt in accordance with the provisions of their visas.

There shall be withheld from any salary or compensation due any employee covered by Social Security a percentage of salary, wage, or compensation required to be withheld by the Act, whether computed in cash, quarters, subsistence, or in kind and reserved in an institutional agency account for quarterly remittance to the Employees’ Retirement System of Georgia. Rules and regulation of the Employees’ Retirement System of Georgia for administration of the Act shall be followed.

Credit Union

All regularly employed personnel are eligible to be members of the Northwest Georgia Credit Union. The credit union provides savings, loans, share draft, and IRA services for its members. Those interested may obtain further details from the Office of the Vice President for Business and Finance.

Annuity Program

The institution is authorized to enter into tax sheltered annuity plans to make available for employees a non-forfeitable annuity contract under the provisions of the 1954 Federal Internal Revenue Code, Section 403(b).

Gratuities

A member of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporation, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

Political Activities

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System. Therefore, the following policies governing political activities have been adopted by the Board of Regents.

a. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which compensation is received from the University System.

b. Employees may not hold elective political office at the state or federal level.

c. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to a state or federal office such person must resign prior to assuming office.

Personnel Policies-7
d. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

Conflict of Interest

An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his or her college or university obligations and his or her outside activities.

Garnishment of Pay

The University System considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Upon receipt of a garnishment subpoena, the institution shall contact the Central Office for instructions. However, each institution shall establish procedures to counsel with employees whose failures to meet their personal financial obligations cause discredit to the institution. Repeated instances of default in payment by employees of the University System, after appropriate counseling, shall be considered sufficient grounds to terminate for cause.

Withholding of Pay

Units of the University System are authorized to withhold paychecks or deduct from paychecks amounts owed by employees of the institution for any fine, fee, penalty or other financial obligation(s) to the institution of employment.